

10-1-1975

Presidential Inauguration Tentative Budget, Revised

University of Texas at Tyler



TEXAS EASTERN UNIVERSITY

100 EAST BERTA

• TYLER, TEXAS 75701

• 214/595-0711

VICE PRESIDENT
FOR FISCAL AFFAIRS

PRESIDENTIAL INAUGURATION

TENTATIVE BUDGET

Revised October 1, 1975

INCOME

• Donations

\$ _____

Total Income

\$ _____

EXPENDITURES

Invitations and Registration

Secretarial Services, 280 hours @ \$2.75 \$ 770

Printing

1st Mailing, Formal Invitations and Invitations to
Special Events, 2,000 @ 50¢ 1,000

2nd Mailing, Information Packet, Schedule of Events,
800 @ 35¢ 280

3rd Mailing, Follow-up to Guests in Attendance,
500 @ 25¢ 125

Other Printing Costs, Art-work, etc. 200

Program, Printing, 2000 @ \$1.00 2,000

Postage

3500 pcs. @ 18¢ 630

Sub-Total

\$ 5,005

Symbols and Historical

Mace \$ 400

Medallion 300

Case for display of medallion 100

Plaque and photoengraved picture 150

Copies of Medallion, 50 @ \$8.00 each 400

Picture of President, 24 x 30 300

Frame 150

Photographer 280

Sub-Total

2,080

Presidential Inauguration (Continued)

Music and Entertainment

Organ for Inaugural Ceremony	\$ 200	
Band for Inaugural Ball	<u>1,500</u>	
Sub-Total		\$ 1,700

Refreshments at Inaugural Ball

Hors d'oeuvres for 1,000 @ \$2.00	\$2,000	
Service	100	
Decorations	<u>400</u>	
Sub-Total		2,500

Luncheon

Luncheon for 100 @ \$5.00	\$ 500	
Sub-Total		500

Supplies and Expenses

Dignataries, 3 @ \$100	\$ 300	
Registration Guest Books, 2 @ \$5.00	10	
Name Tags, 1000 @ 5¢	50	
Flowers for Inauguration Ceremony	100	
Rental of Garden Center Building	35	
Honorarium for Main Speaker	150	
Transportation for Speaker	300	
Rental of Harvey Hall	300	
All Other Expense	1,000	
Transportation, 1 bus @ \$115	<u>115</u>	
Sub-Total		<u>2,360</u>

TOTAL EXPENDITURES

\$14,145